

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

OFFICE SPECIALIST - 30080

Monthly Salary Range: \$2549 - \$3508

Option 1 - General	Option S1 - Spanish Speaking (General)
Option 2 - Typing	Option S2 - Spanish Speaking (Typing)
Option 3 - Dictation	Option S3 - Spanish Speaking (Dictation)
Option 4 - Computer Systems	Option S4 - Spanish Speaking (Comp. Sys.)
Option MC1 – Manual Communication (General)	
Option MC2 – Manual Communication (Typing)	
Option MC3 – Manual Communication (Dictation)	

Select options of your choice.

General duties: An Office Specialist performs complex, specialized paraprofessional or technical functions requiring substantial originality, responsibility and technical knowledge and understanding of the agency program and/or applications; presents complex ideas in a clear and concise manner, explains rules, regulations and procedures and makes decisions concerning unusual or unique situations or problems based on general guidelines or previous decisions where interpretation and judgment is inherent in work performed; may serve as a designated lead worker of office support staff involved in complex, specialized clerical and paraprofessional/technical work or a large group of office support staff involved in difficult and responsible clerical work.

Desirable training and experience: Completion of two years of secretarial business college and one year of office experience, or completion of high school and three years of office experience; or three years of independent business experience; or equivalent training and experience.

Knowledges tested: Office Practices and Procedures; Public Contact; Records Management; Lead Worker Techniques. Option 4 has same sections as listed above plus a section on Computer Systems.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Option 2, MC2, S2, 3, MC3 and S3 the candidate must demonstrate ability to type from copy at a minimum net rate of 30 words per minute. Options 3, MC3 and S3 also require that the candidate demonstrate ability to take dictation at 80 words per minute.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Equipment for Performance Tests: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Length of eligibility: One year.

Option MC1, MC2 and MC3 - Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Options S1, S2, S3 and S4 -- Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 1 positions are established: Cook (SS), Peoria, Sangamon.

Counties in which Option 2 positions are established: Cook (SS), Franklin, Jackson, Johnson, Kane, Kankakee, La Salle, Lee, Macoupin, Madison, McDonough, Montgomery, Rock Island, St. Clair, Sangamon, Tazewell, Whiteside, Winnebago, Woodford.

Counties in which Option 3 positions are established: Randolph, Sangamon.

Counties in which Option 4 positions are established: Cook (SS), Jackson, Johnson, Kane, Knox, La Salle, Lee, Madison, Morgan, Peoria, Randolph, St. Clair, Sangamon, Will, Winnebago.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.